

<b>FROM</b>	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE <b>MEMO</b>
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR	
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR April 8, 2009	



**TO**

Captain John Carr, Fire Department  
 Mr. Kirkland Gabriel, DOT TEC  
 Mr. Kevin Sullivan, DOT Planning  
 Mr. John Thumbi, DOT Traffic  
 Mr. Ken Sands, Parking Authority  
 Ms. Miriam Agrama, DHCD Plans Examining  
 Mr. Jaswant Dhupar, DPW  
 Dr. Nollie P. Wood Jr., Mayor's Office  
 Mr. Geoff Veale, Zoning Administrator  
 Mr. David Tanner, BMZA  
 Mr. James Wescott, Finance

DATE:  
Date of Distribution: April 9, 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, Melvin Hicks, Gary Letteron, Anthony Cataldo, Laurie Feinberg, Sara Paranilam, and Lisa Morris for the Department of Planning;
- John Thumbi, Kirkland Gabriel, and Kevin Sullivan for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie P. Wood Jr., for the Mayor's Commission on Disabilities;
- Jaswant Dhupar, for DPW; and
- Miriam Agrama and John Igwe for HCD Plans Examining attended the pre-site plan review meeting.

### **Agenda**

1. 5308-16½ Ethelbert Avenue / New church construction
2. 1000 S. Ellwood Avenue / Consolidation and resubdivision with four townhomes
3. Block 3635, Lots 17 & 17A / CSX parking lots at Miller's Court
4. 1125 N. Patterson Park Avenue / Day Spring Square – historic rehab and addition, with new construction

## **5308-16½ Ethelbert Avenue / New church construction**

**Zoning:** R-5

**Block/Lot:** 4536A/137B, 137, 138, 138A, 139, 139A.

**Urban Renewal:** Park Heights Urban Renewal Plan

**Environmental:** Forest Conservation Program

**Total Site Area:** ±20,000 sf

In addition to Committee Members and Planning staff, in attendance was:

- Donald E. Hicks, Hicks Engineering: 410-494-0001; and
- Herman R. Jones, Mt. Washington Congregation: 410-984-0233 & hrjones@netscape.net

### **Project Summary:**

The Mt. Washington Congregation of Jehovah's Witnesses would like to consolidate 5308-16½ Ethelbert Avenue, and construct a new church building with accessory parking lots.

### **Comments & Issues:**

- **Concept:** The committee questioned the design of the church building in the center with flanking parking areas. Instead, an alternate design should be considered where the parking areas are consolidated, and the proposed church building move to one side of the lot or the other and rotated 90°. If the church building is moved to the southeast end of the lot, the potential for additional parking will exist if applicants can gain control of 5318 Ethelbert Avenue (Block 4536A / Lot 137A). Alternately, if the church is moved toward the northwest end of the lot, additional green space or other amenity could be provided with the addition of 5318 Ethelbert Avenue. Applicant should consider these options and redesign the site. In a pre-development meeting, applicants were advised that these properties are not the best suited for this type of use. Even following a redesign that may solve engineering problems, Planning may not support the required variances through BMZA review.
- **Landscaping:** Applicant's landscape architect should work with Gary Letteron (Department of Planning) for assistance in selecting appropriate species for site plantings.
  - Forest Conservation Program requirements are triggered by this project.
  - Screening will be required for the parking lot bordering on residential lots, to minimize the impact of the appearance of the parking area and the flash from headlights. This area should be a minimum of six feet in width.
- **Parking:** Two parking areas are proposed for a total of 23 parking spaces, two of which are handicap car accessible.
  - Each parking area has access from Ethelbert Avenue through to the 15' wide alley to the rear.
  - A front driveway connecting the two will run parallel to Ethelbert Avenue.
  - All standard parking spaces should be 9' wide by 20' deep, with a 20' drive aisle.
  - Redesign of this site will minimize the amount of paving throughout the site.

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA): Churches are permitted uses in this district.
  - The amount of off-street parking required for a religious institution is one parking space per four seats of rated capacity (§10-405.25.i). In this case, for 160 seats capacity, 40 off-street parking spaces are required; 23 are proposed.
  - A parking variance of 42.5% will be required from the BMZA.
  - As designed, both the building and a few parking spaces are in the required front yard setback. A variance will be required for the building, but parking is not permitted in the front yard (§3-209.c.17).
  - Upon redesign, other setback variances may be required.
- Stormwater Management: Applicant should begin SWM planning.
- Plan Adjustments/Missing Site Plan Elements:
  - The sidewalk along Ethelbert Avenue should be extended along the full width of this project's street frontage with aprons for handicap accessibility.
  - Sidewalks adjacent to parking spaces should be a minimum of six feet in width, to account for vehicle over-hang.
  - Elevations showed a proposed covered driveway that was not illustrated on the site plan. If this concept is to be retained, please include it in the site plan.
  - Show traffic direction with arrows on Ethelbert Avenue.
  - No dumpster was shown on the plans, applicant states that trash will be removed from the site by congregants daily, and no trash collection is otherwise required.
  - Add general note statement that the site is/is not located within the Critical Area, Urban Renewal Plan (Park Heights URP), 100-year floodplain, historic districts, or Planned Unit Development.

### Next Steps

- Redesign, reschedule, and submit five sets of plans for follow-on review, including a Forest Conservation/Landscape Plan.
- Submit a Forest Stand Delineation

### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all of the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be sent to: Donald Hicks

## **1125 N. Patterson Park Avenue / Day Spring Square**

**Zoning:** R-8

**Block/Lot:** 1554/013

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Total Site Area:** ±23,250 sf

In addition to Committee Members and Planning staff, in attendance was:

- Douglas Kennedy, KCW-ET: 410-768-7700x115 & DKennedy@KCW-ET.com;
- Chris Parts, HCM: 410-823-0436 & cparts@hcm2.com;
- Beret Dickson, HCM: 410-823-0436 & bdickson@hcm2.com;
- Pamela Talabis, Dayspring: 410-563-3459 & day1sp@aol.com;
- Jeff Thompson, HEBCAC: 443-524-2800 & jthompson@hebcac.org;
- Ed Sabatino, HEBCAC: 443-524-2800;
- Glenn Cooper: 443-743-4940 & gcoop2300@msn.com;
- Brandon Scott, City Council President's Office: 410-396-4004;

### **Project Summary:**

HEBCAC will acquire this site from the City, and will explore acquiring adjacent properties to the south and east on either side of North Bradford Street for future playground and parking facilities. The existing building at 1125 North Patterson Park Avenue will be renovated, and a three-story building addition will be constructed on the east side of the site. Programming will include philanthropic & charitable institution (Dayspring), day care/school (Head Start), and forty apartment units. Temporary parking facilities will be provided at 2301 East Chase Street.

### **Comments & Issues:**

- Project:
  - The project will meet LEED Silver, and possible LEED Gold standards.
  - The dumpster will be located within the building, and will be rolled out into the on-site parking area for pick-up.
  - The alley between the proposed addition and the future play lot at 1100-12 North Bradford Street will be widened with ten feet of driveway on the 1125 North Patterson Park Avenue property.
  - This building will be required to be fully sprinklered for fire protection, and will require fire separation between areas of different use types.
- Landscaping: This project triggers Forest Conservation Program requirements.
  - Applicant should work with Gary Letteron (Department of Planning) for guidance.
  - Applicant should give assurance that street trees will not be damaged. If they are in poor health, coordinate with Gary Letteron (Department of Planning) and the Parks and Recreation Division of Forestry for guidance.

- Parking: For the mix of uses, 37 parking spaces are required.
  - Three parking spaces, two of which are handicapped accessible, will be located on-site. 34 parking spaces will be provided on a shared basis at 2301 East Chase Street.
  - The sidewalk adjacent to the parking spaces is shown at five feet wide. This should be increased to a minimum of six feet, to accommodate vehicle over-hang. Handicapped access from the parking spaces onto the sidewalk should be shown. Alternately, remove the curb in this area, and use wheel stops to provide adequate walkway width.
  - In time, applicant seeks to acquire 1101-27 North Bradford Street for use as a parking lot.
- Traffic Impact Study (TIS): This building is proposed to exceed 50,000 square feet of gross floor area.
  - Applicant should write a letter to the Director of the Department of Transportation requesting a determination of how the TIS Program will apply to them.
  - The committee recommends including an explanation of the programming of the building, with an emphasis on share parking arrangements as well as a realistic traffic generation forecast for this site, considering the proposed uses.
- Accessibility:
  - The existing building was initially built *ca.* 1894. The connector piece that will join the existing building to the addition will be handicapped accessible.
  - Additionally the classroom space will be accessible from the outside from the south courtyard.
  - All of the units will meet ADA requirements, and two of the residential units will be fully handicapped accessible.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - The Board will need to approve the day care and the philanthropic and charitable organization uses. Applicant expects to file this appeal in the immediate future. Submit a copy of the appeal paperwork to Eric Tiso (Department of Planning) for comment coordination.
  - The Board may grant a variance to increase a basic floor area ratio factor by no more than 75% of the applicable regulation (§15-204.b). In this case, the proposed floor area ratio is 2.3 which exceeds the permitted ratio of 2.0 by 15%.
  - A rear yard setback of 0' is requested in lieu of 25' (§4-1106).
  - In the future, a conditional use ordinance will be required to establish a principal-use parking lot at 1101-27 North Bradford Street (§4-1104).
- Plan Adjustments/Missing Site Plan Elements:
  - A Forest Conservation plan

### Next Steps

- Submit two complete sets of revised plans for final approval and stamp.
- File BMZA appeal and coordinate with Eric Tiso.

### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all of the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Douglas Kennedy

## **1000 S. Ellwood Avenue / Consolidation and resubdivision with four townhomes**

**Zoning:** R-8

**Block/Lot:** 1885/28 & 29

**Urban Renewal:** None

**Environmental:** None

**Total Site Area:** ±8,760 sf

In addition to Committee Members and Planning staff, in attendance was:

- Fred Thompson, Gower Thompson: 410-532-0101 & gowerthomp@aol.com:
- Joseph Schultz, Schultz Development: 410-340-8497

### **Project Summary:**

This site is improved with a church on lot 28, which partly crossed into lot 29, which is otherwise unimproved. The proposal is to consolidate the two properties, then subdivide them so that the church is entirely contained in one lot, and the balance is subdivided into four townhomes. The former church building will be renovated for use as a single-family dwelling.

### **Comments & Issues:**

- **Townhomes:** On the unimproved portion of the project area, 56.5' of the Dillon Street frontage is proposed to be resubdivided to build four three-story townhomes with pitched roofs that conceal rooftop decks.
  - The proposed townhomes will have ground floors that are 27' in depth, plus a 15' overhang on the upper floors over the parking space in the rear yard.
  - There will be a cross-easement to allow parking access to all properties from South Potomac Street.
- **Subdivision:** The minimum dwelling width permitted is 16' (§3-303). This site is two blocks outside of the boundaries of the Canton Waterfront URP area, and so 14' wide lots are not permitted. The proposed four townhomes will have to be reconfigured for three townhomes.
- **Former Church Building:** The existing church building will be renovated and will be used as a single-family dwelling unit, with interior loft improvements.
  - A 10' wide driveway will be provided, and a portion of the rear part of the building will be demolished for a new interior garage.
  - There will be sufficient space inside the garage area to allow for a vehicle to completely turn around, so that backing through the cross-easement area and into South Potomac Street is not required.
- **Landscaping:** One street tree is proposed. Applicants should show additional street trees at 30' on center, of 2" caliper along Dillon and South Potomac Street frontages. This will aid in meeting City tree canopy goals, as well as provide shading that will reduce urban heat island effects.
- **Parking:** One parking space will be provided for each of the proposed dwellings, which meets the zoning requirements (§10-405.1.iv).

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - The proposed lot coverage is 63%, which exceeds the permitted 60%, a variance would be required for this design.
  - The maximum building height for single-family dwellings is 35' (§4-1108.a). The proposed townhomes will exceed this height. While this is often a point of contention in this community, it may be acceptable as the rooftop decks will be better hidden from view.
  - An interior side yard setback of 10' is required for ends of group homes. In this case, the interior side yard setback is reduced to zero.
- Plan Adjustments/Missing Site Plan Elements:
  - Applicant should show the interior garage turning movements in the revised plan to demonstrate that a vehicle can completely turn around without backing through the driveway to South Potomac Street.
  - Revise the townhome portion of the subdivision showing lots a minimum of 16' in width. This will likely result in the loss of one of the proposed townhomes.

#### Next Steps

- Submit two complete sets of revised plans for final approval and stamp.
- File BMZA appeal and coordinate with Eric Tiso.
- Coordinate subdivision request with Ervin McDaniel.

#### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all of the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Fred Thompson



## **Block 3635, Lots 17 & 17A / CSX parking lots at Miller's Court**

**Zoning:** Lot 17A: B-3-3; Lot 17: O-R-2

**Block/Lot:** 3635/17 & 17A

**Urban Renewal:** None

**Environmental:** None

**Total Site Area:** Lot 17A: ±0.276 Acres; Lot 17: ±0.310 Acres

In addition to Committee Members and Planning staff, in attendance was:

- Donald Manekin, Seawall Development: 443-602-7518; and
- John Trueschler, Tesseract Sites: 410-321-7600 & john.trueschler@tesseractsites.com

### **Project Summary:**

These two lots are presently owned by the CSX Corporation (WS Maryland Ave SWC 26th St, and ES N Howard St SEC 26th St), and have been neglected. The proposal is to clean these lots and use them as overflow parking for Miller's Court (former Census Building).

### **Comments & Issues:**

- Project Details: CSX will retain ownership of the parcels, so development methods have been chosen that will maximize cost efficiency.
  - The surfaces that are of serviceable quality will be cleaned and sealed, with only the broken surfaces being leveled and repaved.
  - No grading will be required, and so the property will not require stormwater management improvements.
  - Surrounding sidewalks will be repaired as required. Where sidewalk is repaired at intersections, handicapped ramps pointing towards the crossing (vs. toward the center of the intersection) should be installed, as shown.
  - New cross-walks will be painted at the West 26<sup>th</sup> and Mace Streets intersection.
  - Light fixtures are labeled as "cut-off" fixtures. As much as possible, these should contain the cast light within the property, to minimize shine on adjacent parcels, and to minimize light pollution.
- Landscaping:
  - The Forest Conservation Program is not triggered by this project, but applicants will add plantings to improve the site.
  - There will be a perimeter hedge that will be installed, along with trees at 30' on center, of 2" caliper along Howard, West 26<sup>th</sup>, and Maryland Street frontages. This will aid in meeting City tree canopy goals, as well as provide shading that will reduce urban heat island effects.
- Lot 17A: This parking lot is shown to contain 32 parking spaces, but these spaces have non-standard widths and depths.
  - The committee understands that these spaces may all meet the zoning code requirement of 180 sf per parking space, but has a strong preference for a standard dimension of 9' x 20' for optimum functionality.
  - In cases where changes in the dimensions are warranted for site design purposes, the committee has accepted variations in one dimension only.

- The double-loaded section of parking spaces shown at 8.5' x 21' with a 24' aisle is acceptable, as vehicles could back straight out and then maneuver out.
- The northern-most row of parking is shown at 8.5' x 18' with a 20' aisle. The committee recommended that one of these parking spaces be removed, and the extra width shared among the remaining spaces in this row to get the desired 9' widths. This would result in a net gain of five feet that can be split on either end of the row. The hatchment areas with wheel stops were designed to protect the perpendicular parking spaces from intrusion from backing vehicles. This hatchment area could be reduced by two feet, leaving three feet each in width. The wheel stops should be replaced with bollards to protect the parking space and walkway. These changes will add the two feet of depth to the northernmost parking spaces, which will result in standard 9' x 20' parking spaces with a 20' aisle. 31 parking spaces will remain.
- Lot 17: This parking lot is shown to contain 28 parking spaces, but these spaces have non-standard widths and depths as well.
  - As above, the committee has a strong preference for standard dimensioned parking spaces. As above, one parking space can be removed from the southernmost parking row, and the widths extended to nine feet wide with the remainder split at either end. The hatchment areas protecting the perpendicular parking spaces are 3.5' and 5' wide, respectively. These can each be narrowed by two feet each with bollards to protect the parked vehicles. This will again result in standard dimensioned parking spaces and aisle. 27 parking spaces will remain, three of which are handicapped accessible.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - Principal use parking is a permitted use in the B-3-3 District (§6-406.50). However, it is a conditional use requiring an ordinance from the Mayor and City Council in the O-R-2 District (§5-204.7). The required ordinance is scheduled for Planning Commission hearing on April 16, 2009.

#### Next Steps

- Submit two complete sets of revised plans for final approval and stamp.
- Continue to work with Melvin Hicks on the Conditional Use Ordinance for the O-R-2 zoned parcel.

#### NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all of the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Traffic Impact Study requirements and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: John Trueschler